

Letter Writing Format & Rubric

SALUTATION OR GREETING → Dear Natalie Babbitt,

RETURN ADDRESS → Harry Maddox
111 Hometown Lane
Searcy, AR 72143

OPENING OR LEAD PARAGRAPH → If given three wishes, I always thought that my last one would be to live forever. That way I would have enough time to do everything I wanted to do and see everything I wanted to see. Living forever seemed like such a good idea, especially when death seems so scary. Reading your book Tuck Everlasting changed the way I think about living forever versus death.

BODY OF SUPPORTING → While reading the book, I started wondering. At what point in my life would I want to drink from the spring—when would I want to freeze myself? If I drank the water now, at ten years old, I would never get to drive, never vote, and never become a father. All my friends and family would grow old and die and leave me here all alone. If I waited to drink from the spring at twenty-five years old, I would never have wrinkles or bad hips, but I would also never get to go fishing with my grandchildren.

→ No matter at what age I drank from the spring, eventually I would have to move away or hide so that no one would discover my secret. That would be pretty much like dying. I wouldn't want to leave but I would have to leave.

CLOSING OR CONCLUDING PARAGRAPH → I'm thinking that maybe living forever wouldn't be such a good idea after all. God's plan includes a time for everything and an end to life at the right time. I guess I'll rethink the last of my three wishes.

COMPLIMENTARY CLOSE (GOOD-BYE) AND SIGNATURE → Sincerely,
Harry Maddox, Grade 5

Check Point	Wow, You did a great job!	Hey, pretty good. You should be proud.	Oops! You need to do some more work!
Letter format	Your letter has all key parts.	Your letter has most of the key parts.	Your letter is missing some important parts.
Letter content: theme & expression	Your letter explains how a book changed your view of the world or yourself. You use interesting language to make your point.	Your letter tells the author how you reacted when reading the book. Your language is good but could be stronger or more clearly stated.	Your letter is more like a fan letter or a summary of the book's action. Your language is sometimes confusing.
Organization & Grammar	Your letter has a beginning, middle and end. You have no errors!	Your letter is missing one of the key parts: beginning, middle or end. You have some spelling and sentence mistakes.	Your letter is missing two of the three key parts: beginning, middle or end. You have many spelling and sentence mistakes.